

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE SUBJECT INTERNET ACCESS	EFFECTIVE DATE 05/15/2000	NUMBER 01.04.104
	SUPERSEDES 01.04.104 (11/29/99)	
	AUTHORITY MCL 791.203	
	ACA STANDARDS 3-4097; 3-4098; 3-4099; 2-CO-1F-02; 2-CO-1F-06; 2-CO-1F-07; 3-ACRS-1F-01; 3-ACRS-1F-02; 3-ACRS-1F-04; 1-ABC-1F-01; 1-ABC-1F-02; 1-ABC-1F-04; 1-CTA-1D-02	
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POLICY STATEMENT:

Internet access shall be available to staff as a tool by which to provide, exchange and retrieve information and documents for use in the performance of necessary job functions.

RELATED POLICIES:

01.04.103 Data Processing Equipment, Software and Services
01.04.105 Protection of Computerized Information

POLICY:

DEFINITIONS

- A. Internet - A computerized communication network which permits access to State of Michigan web sites and web sites maintained by other individuals and organizations.

GENERAL INFORMATION

- B. For purposes of this policy, "Deputy Director" includes the Executive Assistant to the Director and the Administrator of the Office of Audit, Internal Affairs and Litigation.
- C. The Department of Management and Budget (DMB) is responsible for identifying software authorized for use by State of Michigan employees to access the Internet on a Department computer. Only DMB approved software shall be installed or used on a Department computer. The Office of Planning, Research and Management Information Services (OPRMIS) shall coordinate with the DMB the acquisition of approved software and any necessary licenses for use of the software by Department staff.
- D. Only staff in authorized positions and authorized non-Department employees shall be permitted Internet access through a Department computer. Use of a Department computer shall be in accordance with PD 01.04.105 "Protection of Computerized Information". Staff in authorized positions shall access the Internet only for official Department business. Any unauthorized use by a Department employee, or unauthorized installation of software, may result in disciplinary action as set forth in PD 02.03.100 "Employee Discipline". An authorized user also may have his/her Internet access revoked for unauthorized use.
- E. Department computers within the security perimeter of a Correctional Facilities Administration institution, Special Alternative Incarceration Program facility or Technical Rule Violation center shall not have Internet access. However, with approval from the facility head, a portable computer with Internet access capabilities may be brought inside the security perimeter, provided it is not used to access the Internet while inside the security perimeter.
- F. Each computer with Internet access shall be located in an area that is not accessible to prisoners, probationers, and parolees, unless they are being directly supervised by a Department employee.

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Under no circumstances shall a prisoner be permitted to use a computer which has access to the Internet. A probationer or parolee shall not be permitted to use a Department computer which has access to the Internet.

APPROVAL PROCESS

- G. Internet access shall be approved for staff positions, based upon the duties of those positions, and not to specific employees. Access shall be provided through installation of required software on the Department computer assigned to the approved position. Only staff in positions approved for Internet access are authorized to access the Internet on the computer.
- H. Each Deputy Director shall determine which positions under his/her supervision shall be pre-approved for Internet access.
- I. A request for Internet access for a position that is not pre-approved shall be submitted on an Internet Access Request form (CAJ-422) to the supervisor of the position. The original request shall be forwarded for approval through the chain of command to the appropriate Deputy Director. The request may be denied at any level. If the request is approved by the Deputy Director, notification shall be provided to the requestor through the chain of command, with a copy to the local Data Processing Coordinator.
- J. The OPRMIS Administrator or designee shall be notified whenever a Deputy Director approves a position for Internet access pursuant to Paragraph H or I. After receipt of the notice of approval, the local Data Processing Coordinator shall order the required software as set forth in PD 01.04.103 "Data Processing Equipment, Software and Services". The software shall be installed by the Data Processing Coordinator or, in Central Office, by Management Information Services (MIS). The Data Processing Coordinator or MIS shall ensure Internet access capability are disabled for any unauthorized user on a multiple user workstation.
- K. The OPRMIS Administrator, local Data Processing Coordinator, and appropriate supervisor shall be notified if approval for Internet access is subsequently withdrawn by the Deputy Director. The local Data Processing Coordinator or, in Central Office, MIS shall remove the software required to access the Internet.
- L. The OPRMIS Administrator or designee shall maintain a list of all positions approved to have Internet access on a Department computer. Each Data Processing Coordinator shall maintain a list of the approved positions in his/her area and the names of employees currently in those positions.
- M. The OPRMIS Administrator or designee shall provide regular reports to each Deputy Director identifying the Internet usage for each Department computer with Internet access in his/her respective Administration or Office.

ACCESS FOR NON-DEPARTMENT EMPLOYEES

- N. Contractual employees and other non-Department employees who provide services at a Department facility or office may be approved by the appropriate Deputy Director or designee to use a Department computer with Internet access for official business associated with the services provided. If approved, the non-Department employee shall be given a copy of this policy and required to verify receipt in writing. A violation of the security requirements set forth in this policy shall result in termination of the non-Department employee's access to the Internet.
- O. If a contractual employee or other non-Department employee has access to the Internet through his/her personal computer and wants to connect to the Internet at the facility or office Local Area Network (LAN) for official business associated with the services provided to the Department, the facility head or office manager/supervisor may approve such access in accordance with this policy. If approved, the non-Department employee shall be given a copy of this policy and required to verify receipt in writing. A

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violation of the security requirements set forth in this policy shall result in termination of the non-Department employee's access to the LAN.

OPERATING PROCEDURES

- P. The Deputy Director, Administration and Programs, shall ensure that within 60 days of its effective date, operating procedures implementing this policy directive are developed.

AUDIT ELEMENTS

- Q. A Primary Audit Elements List has been developed and will be provided to the Executive Policy Team, the Administrative Management Team, and wardens to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

BM:OPH:04/26/00